



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

# Department Chairs and Deans Calendar

2022-23 AY

Office of Faculty Affairs

<http://www.csun.edu/faculty-affairs>

Revised: 08/18/2022




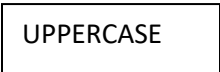
# Department Chairs and Deans Calendar

This Department Chairs and Deans Calendar is the result of a project to pull together important dates from the divisions and offices on campus that would be important to Department Chairs in planning for the academic year.

Although all of the listed events are significant, certain dates are of particular importance to Chairs. The following activities for the year are highlighted: budget (green), schedule (blue), and hiring and personnel (purple). Important dates and deadlines for chairs are in capital letters.

We hope you find the calendar useful. The calendar will be revised and updated each year and distributed to the Department Chairs, Deans, and Associate Deans.


## Legend

 Green	<b>Budget</b>
 Blue	<b>Schedule</b>
 Purple	<b>Hiring &amp; Personnel</b>
 UPPERCASE	<b>Important Dates &amp; Deadlines</b>

## AUGUST 2022

August 3,5,9 - 12, Wednesday -Friday 16-17, Tuesday-Wednesday	Freshman Orientations (Dates vary by College)
August 18-19, Thursday-Friday	NEW DEPARTMENT CHAIRS ORIENTATION
August 19, Friday	EPC & GSC Deadline for Colleges to submit revised Curriculum Proposals to be reviewed during Fall 2022 for Fall 2023 implementation
August 22, Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 24, Wednesday	The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2022-23 academic year.
August 24 Wednesday	Fall 2022 Officially Begins; Department Mtgs.
August 24-25, Wednesday-Thursday	New Tenure-Track Faculty Orientation
August 24-26, Wednesday-Friday	College and Department meetings/ Registration Continues
August 25, Thursday	International Student Orientation
August 26, Friday	President Annual Welcome Address
Aug. 26 - Sept. 8, Friday - Thursday	Chair's Final Reconciliation Period
August 27, Saturday	Saturday classes begin
August 27 – August 29 Saturday-Monday	Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins
August 31, Wednesday	First meeting of the Personnel Planning and Review Committee.
August 31, Wednesday	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY

## SEPTEMBER 2022

September 2, Friday	Deadline for College to submit Previously Offered Experimental Topics Courses and New and Previously Offered Selected Topics for Existing Series to be offered in Spring 2023
September 5, Monday	Labor Day Holiday; all offices closed; No classes held
September 5, Monday	<b>DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2023</b>
September 8, Thursday	<b>FINAL RECONCILIATION PERIOD END FOR SPRING 2022 CLASS SCHEDULE BUILD (CHAIRS)</b>
September 9, Friday	<b>Room allocations revert to the college SOLAR coordinator</b>
September 9, Friday	<b>Election of College Personnel Committees for the 2022-23 academic year with selection of chairs as soon as possible thereafter.</b>
Sept. 9 - Oct. 6, Friday - Thursday	<b>Dean's Review Period</b>
 September 19, Monday	COUNCIL OF CHAIRS MEETING
September 22, Thursday	Faculty Senate Meeting
September 25, Sunday	Last day to drop or change basis of grading.
September 23, Friday	<b>ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2022-23 ACADEMIC YEAR.</b>
September 23, Friday	Last day for submission of applications for sabbatical leave for the 2023-24 academic year to the Department Chair or Program Director.

September 26, Monday  
Fall 2022 Census date: 20th day of instruction after term classes begin

September 30, Friday or earlier  
**Faculty on leave without pay for Fall Semester 2022 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2023.**

September 30, Friday or earlier  
The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation. For FREs, eligible faculty will also be notified.

October 1, Saturday or earlier  
**Sabbatical deferral requests are due for sabbaticals schedule for Spring 2023.**

## **OCTOBER 2022**

October 3, Monday  
**SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO CHIEF DIVERSITY OFFICE**

October 6, Thursday  
**END OF REVIEW PERIOD FOR SPRING 2023 CLASS SCHEDULE BUILD (DEANS)**

October 7, Friday or earlier  
**DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS, ACCOMPANIED BY WRITTEN EVALUATIONS, TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE COLLEGE PERSONNEL COMMITTEE UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.**

October 7 - 13, Friday - Thursday  
**ROOM OPTIMIZATION (ASTRA)**

October 14, Friday  
Room allocations revert to University control

October 14, Friday or earlier

**DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO COLLEGE PERSONNEL COMMITTEES. ANY WRITTEN RESPONSES BY APPLICANTS TO THE WRITTEN EVALUATION AT THE DEPARTMENT LEVEL WILL BE SUBMITTED TO THE COLLEGE PERSONNEL COMMITTEE.**

October 17, Monday

COUNCIL OF CHAIRS MEETING

October 17-20, Monday-Thursday

Fall Internship Week

October 20, Thursday

Faculty Senate Meeting

October 21, Friday

**DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES WILL MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. COPIES OF THE LETTERS ARE NOT FORWARDED TO THE OTHER RECOMMENDING AGENCIES UNTIL 10 CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE MADE AVAILABLE TO THE CANDIDATES.**

October 25, Tuesday

Career Fair

October 31, Monday

Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.

October 31, Monday

**DEPARTMENT CHAIRS WILL FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. THE DEAN WILL TRANSMIT THE DEPARTMENT RECOMMENDATIONS**

**(INCLUDING THE RESULTS OF FINAL BALLOTING)  
TO THE CHAIR OF THE COLLEGE PERSONNEL  
COMMITTEE.**

## **NOVEMBER 2022**

November

CSU Board of Trustees Approves System-wide Support Budget Proposal (CSU)

November 4, Friday

**EACH DEPARTMENT WILL SUBMIT TO THE COLLEGE PERSONNEL COMMITTEE FOR APPROVAL ANY REVISIONS TO ITS PERSONNEL PROCEDURES FOR THE FOLLOWING ACADEMIC YEAR.**

November 7, Monday

**Application closing date for part-time faculty openings for Spring 2023**

November 9, Wednesday or earlier

**COLLEGE PERSONNEL COMMITTEES WILL FORWARD RECOMMENDATIONS ON SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE DEAN UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.**

November 11, Friday

Veterans Day; Campus Closed

November 16, Wednesday or earlier

**College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.**

November 17, Thursday

Faculty Senate Meeting

November 18, Friday or earlier

The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may

request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

November 21, Monday

COUNCIL OF CHAIRS MEETING

November 22, Tuesday. or earlier

**College Deans will forward recommendations on sabbatical leave applications to the President.**

November 23, Wednesday

**DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (AA-8 FORM) FOR SPRING 2023**

November 24 - 27, Thursday - Sunday

Thanksgiving Recess; campus closed.

November 29, Tuesday or earlier

The Dean and College Personnel Committee will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letter are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

November 30, Wednesday or earlier

The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.

## **DECEMBER 2022**

December 8, Thursday

**Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Chief Diversity Office**



December 9, Friday or earlier	The Dean will make available to the lecturer the Dean’s decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
December 12, Monday	Last Day of Formal Instruction
December 13, Tuesday	<b>Each College Personnel Committee will submit, with its Chair’s and its Dean’s signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.</b>
December 13 - 19, Tuesday – Monday	Final and Common Final examinations
December 15, Thursday	Faculty Senate Meeting
December 19, Monday	COUNCIL OF CHAIRS MEETING
December 19, Monday or earlier	<b>Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee and must submit to the Office of Faculty Affairs all materials supporting their appeal to the Personnel Planning and Review Committee.</b>
December 19, Monday or earlier	Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.
December 21, Wednesday or earlier	The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement

except that the peer review panel's decision will be final.

December 20 - 21, Tuesday - Wednesday	Department Meetings and Conferences
December 22, Thursday	Evaluation Day
Dec. 23 - Jan. 21, Friday – Saturday	Winter Term (Fully Online)
December 23, Friday	Instructors' grades due
December 23, Friday	Last day of Fall 2022 semester
December/January 24-02 Saturday – Monday	CAMPUS CLOSED

## **JANUARY 2023**

January (TBD)	FACULTY RETREAT
January/February	<b>Individual College Mid-year Budget Review Meeting with Provost</b>
January	<b>Preliminary budget for next year from Governor</b>
January	EPC & GSC Deadline for Colleges to submit revised Spring 2023 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2023
January 6, Friday or earlier	The President will notify each sabbatical leave applicant of the decision on the proposal.
January 13, Friday or earlier	Department Chairs and Department Personnel Committees begin deliberations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2023 .
January 16, Monday	Martin Luther King, Jr. Day; Campus Closed

January 18, Wednesday	Spring 2023 semester officially begins, Department meetings
January 20, Friday or earlier	Department Chairs and Department Personnel Committees will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2023. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.
January 21, Friday or earlier	The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.
January 21, Saturday	Saturday Classes begin
January 23, Monday	Weekday Classes begin
January 26, Thursday	Faculty Senate Meeting
January 27, Friday or earlier	Nominations of faculty for Emeritus status will be submitted to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.
January 31, Tuesday or earlier	Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2023. The Dean will transmit the Department recommendations (including the results of final

balloting) to the Chair of the College Personnel Committee.

## **FEBRUARY 2023**

February/March

Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office

February 1, Wednesday or earlier

The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

February 10, Friday or earlier

**The Provost and Vice President for Academic Affairs will notify second-year probationary Faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2022-23 academic year.**

February 16, Thursday

Faculty Senate Meeting

February 17, Friday

Census date: Spring 2023, 20th day of instruction after term classes begin.

February 17, Friday or earlier

The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings with the appellant and all reviewing parties will be scheduled.

February 20, Monday

COUNCIL OF CHAIRS MEETING

February 24, Friday or earlier

**Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2022-2023 Academic Year**

February 24, Friday or earlier

Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2023-24 Academic Year.

February 28, Tuesday or earlier

Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.

February 28, Tuesday or earlier

**The Dean and College Personnel Committee will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2023. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.**

## **MARCH 2023**

March

**Financial Services – 2023/24 Year End Calendar Available**

March 10, Friday or earlier

**The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2023.**

March 10, Friday or earlier

Department Chair submits a recommendation to the Dean, with a copy to the applicant, for approval or denial of the GRIF appointment.

March 17, Friday or earlier

The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union

representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.

March 20, Monday

COUNCIL OF CHAIRS MEETING

March 20, Monday or earlier

**Faculty members not recommended for promotion, tenure, or retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.**

March 20 – 26, Monday – Sunday

Spring Recess; No instruction

March 21, Tuesday or earlier

College Deans will forward all faculty Emeritus nominations, Department Committee recommendations, and the Dean's recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

March 30, Thursday

Faculty Senate Meeting

March 31, Friday

Cesar Chavez Holiday; Campus Closed

March 31, Friday or earlier

The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.

March 31, Friday or earlier

**Faculty on leave without pay for the Spring Semester 2023 or the 2022-23 academic year will notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2024.**

March 31, Friday

The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.

April 1, Saturday

Sabbatical deferral requests are due for sabbaticals scheduled for Fall 2023 or the 2023-24 academic year.

April 3, Monday

**DEPARTMENT CHAIRS POST IN THEIR DEPARTMENTS FOR 30 DAYS A PRELIMINARY LIST OF ALL TEMPORARY FACULTY MEMBERS WHO ARE ELIGIBLE FOR A 3-YEAR CONTRACT EFFECTIVE THE BEGINNING OF THE 2023-2024 ACADEMIC YEAR**

## **APRIL 2023**

April 4, Tuesday

**Application closing date for part-time faculty openings for Fall 2023 or 2023-2024 Academic Year.**

April 13, Thursday

Provost notifies the applicant of an approved or denied GRIF appointment. If approved, the Provost specifies the amount of the GRIF salary differential. The decision letter is copied to the Dean and Department Chair.

April 16, Sunday or earlier

**DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (FORMERLY AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (FORMERLY AA-8 FORM) FOR FALL 2023 OR 2023-2024 ACADEMIC YEAR**

April 17, Monday

COUNCIL OF CHAIRS MEETING

April 20, Thursday

Faculty Senate Meeting

## **MAY 2023**

May

**Governor Issues “May Revise” of the Budget**

May

Deadline for Fall 2023 College Curriculum Proposals, including New Selected Topics Series/Placeholders; and New Experimental Topics Courses for Spring 2023.

May	Honored Faculty Reception
May 1, Monday or earlier	Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.
May 2, Tuesday or earlier	The Chair of the Personnel Planning and Review Committee will make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.
May 12, Friday	Last day of formal instruction, except for Saturday classes meeting once weekly
May 13, Saturday	Honors Convocation
May 13 – 19, Saturday-Friday	Final and Common Final examinations
May 15, Monday	COUNCIL OF CHAIRS MEETING
May 15, Monday or earlier	The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the



	Dean a negative recommendation until a requested meet-and-confer session has been completed.
May 16, Tuesday or earlier	The College Dean will provide written reports of the Dean’s evaluations to faculty members related to periodic review (post-tenure review) of tenured faculty
May 17, Wednesday	The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review to discuss retention, tenure, and promotion cases.
May 19 - 25, Friday-Thursday	Commencements
May 24, Wednesday or earlier	The Department Chair will forward all Range Elevation requests and the Chair’s recommendations to the Dean of the college.
May 25, Thursday	Instructors' grades due
May 25, Thursday	<b>Last day of 2022-23 academic year. AT OR BEFORE THE END OF THE ACADEMIC YEAR, EACH FULL-TIME LECTURER SHALL RECEIVE FROM THE DEPARTMENT CHAIR A WRITTEN EVALUATION OF HIS/HER PERFORMANCE FOR THE YEAR</b>
May 29, Monday	Memorial Day Holiday; Campus Closed
May 30 - August 22, Tuesday – Tuesday (tentative)	Summer Term, State Support or Self Support

## **JUNE 2023**

June	<b>Deans Notified of Approved Tenure-Track Faculty Positions (timing varies)</b>
June	<b>Deadline for Governor to Sign State Budget (State)</b>
June 1, Thursday	<b>The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2023-24 academic</b>

year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year, a first year of tenure, or a terminal year appointment.

June 1, Thursday

Faculty on leave without pay for 2022-23 AY and who wish to apply for leave without pay for 2023-24 AY shall submit their requests to the Provost and Vice President for Academic Affairs.

## **JULY 2023**

July 4, Tuesday

Independence Day Observed; Campus Closed

## **AUGUST 2023**

August 25, Friday

The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

## **September 2023**

September 6, Wednesday

The lecturer will file for an appeal for a denial of a Range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject To the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's Decision will be final.

## **October 2023**

October 2, Monday

The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings

with the appellant and all reviewing parties will be scheduled.

October 27, Friday

The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.